



DEPARTMENT OF STATE

Washington, D.C. 20520

Date:

3/3/78

In reply refer to

Case No.

810184

Dear

Mr. Wershing:

- () 1. Your request for material under the Freedom of Information Act, received in this office on _____ is hereby acknowledged.
- () 2. Your further request of _____ under the Freedom of Information Act received in this office on _____ concerning _____ is hereby acknowledged.
- () 3. Your request will be processed in accordance with the terms of the Act and you will hear from us as soon as possible.
- () 4. The Department of State is authorized to collect fees to offset the costs of administering the Act, and a schedule of fees is enclosed. Waiver of fees on grounds of public benefit can be granted only if the requester makes an affirmative showing of such benefit.
- () 5. Our records indicate that you have an outstanding debt of \$ _____ for services previously rendered to you by the Department of State under this Act. Regulations require that this debt be satisfied before we can proceed with your current request. You are therefore requested to send this office a check or money order for the above amount, payable to the U.S. Treasury, on receipt of which we will be happy to initiate work on your request.

- () 6. A preliminary survey indicates that your request will involve extensive consultation, and/or the examination of widely disbursed or voluminous records. An extension of 10 days has therefore been authorized by the Director, Freedom of Information Office, for processing your request, as provided for under the Act.
- () 7. Your request does not appear to fall within the limits of "reasonable definition" as set out by the Act. We are therefore asking you to consider whether your request could be more sharply defined or limited in extent, and whether you wish to state a limit for costs to be incurred. We will be happy to discuss this further with you by phone if you will tell us when and where you may be reached.
- (☒) 8. Your request does not appear to fall under the Freedom of Information Act because it does not refer to records or documents of the Department. If you have any information as to such records or documents on the subject you now request, please inform us.
- () 9. Since your request involves records the referral of which to unauthorized persons might be construed as an invasion of privacy, we must ask you to forward evidence that you are the person described in these records (if you are applying on your own behalf) or that you are duly authorized to represent a third party whose records you are requesting. Information such as your date and place of birth and Social Security number is usually sufficient for requests concerning yourself; for third party requests an authorizing statement is required from the person you represent.
- () 10. In future correspondence on this request please refer to case number at head of form.
- () 11. Where No. 5 or any of Nos. 7 through 9 above is checked, the 10 day time limit is suspended until a reply is received from the requester.

Sincerely,

fn B. E.

Barbara Ennis
Director

Freedom of Information Staff
Bureau of Public Affairs